

# **Interact of Michigan**

## **JOB POSTING**

**POSITION:** Office Operations Technician

**MINIMUM REQUIREMENTS:** Proven skills in varied office processes, proficient in computer and data base use. Exceptional organizational, analytical and business communication skills along with the ability to remain clearly focused while operating in a busy office environment are essential. Some business college classes preferred, high school diploma minimum.

### **MAJOR RESPONSIBILITIES:**

Partner with Assistant Director of Operations (ADO) regularly to sustain accurate and efficient office processes and to problem solve and generate new ideas.

Work closely with other operational staff on various tasks and projects as directed by the ADO.

Assist the ADO in preparing forms, documents, compiling reports and other written materials as requested.

Assist with daily operation of InterAct's office support functions and other processes related to supporting program services and office/equipment needs. This includes providing assistance to office support staff in daily work toward completion of required operational assignments.

Assist with coordinating lobby & phone coverage, records assistance, service note verification and dictation completion, EHR use etc.

Provide routine support with office equipment and assist with meeting room management processes.

Support and respect co-workers by being an active team player.

**REPORTS TO:** Assistant Director of Operations

<b><u>Salary Range:</u></b>	<b><u>Entry Level</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
	\$21,840	\$26,972	\$32,105

**RESPOND TO:** Mona Erickson

**POSTING DATES:** Tuesday, November 13 - Monday, November 19th